

# 2023 Administrative Fees

Prices Effective 1-1-2023

Assignment Fees -. These fees are for the administration of documents required to assign legal title to a third party. Each item for assignment requires a separate form. If you wish to assign burial rights and merchandise that were previously purchased, whether through sale, donation or gift the fees are as follows

Original Owner Assignment(from original owner(s) to one assignee).....	\$100.00 ea.
Estate of Original Owner Assignment (from an Estate to one assignee) .....	\$125.00 ea.
Estates of Multiple Original Owners Assignment (from Multiple Estates to one assignee).....	\$175.00 ea.

## Divorce Assignments:

Contract transfer of all purchases to one spouse.....	\$175.00 ea.
Assignments that require separation of contract items.....	\$175.00 ea.

## Additional Assignment Fees:

Resend Request for Assignment forms to be sent.....	\$75.00
Expedited Assignments (Assignment request turn around, 4 weeks or less).....	\$125.00

## Other options for assignment:

Assignment by Interment Form.....	\$75.00 ea.
(At-need transfer of lot and merchandise through Interment Authorization Form)	
Ownership Transfer by Small Estate Affidavit .....	\$75.00
(recorded on books and records for the cemetery only no documentation issued to new owner)	
Exchange Fee (per item).....	\$100.00 ea.
(for burial lot exchanges and merchandise exchanges within the cemetery)	

## Other Administrative Fees

Valuation (or Medicaid Letter).....	\$75.00 ea.
(letter providing the original contract cost and the current cost of those same items)	
File Name Change Fee (per name change).....	\$75.00 ea.
Administrative Record Fee .....	\$50.00 ea.
(for permanent record of deceased when cremated remains are placed in casket)	
File Copy Fee.....	\$50.00
(copy of original contracts, Certificates of Interment Right and memorial order form)	
Lot Reservation Deposit (per lot).....	\$50.00 ea.
(non refundable if reservation is cancelled; applied as credit if reservation is converted to a purchase)	
Returned Check Fee *(this does not include any bank fees charged by our bank).....	\$50.00*
All mailings are sent using Federal Express Flat Rate and charged to customer.....	\$12.00